



HRLAD

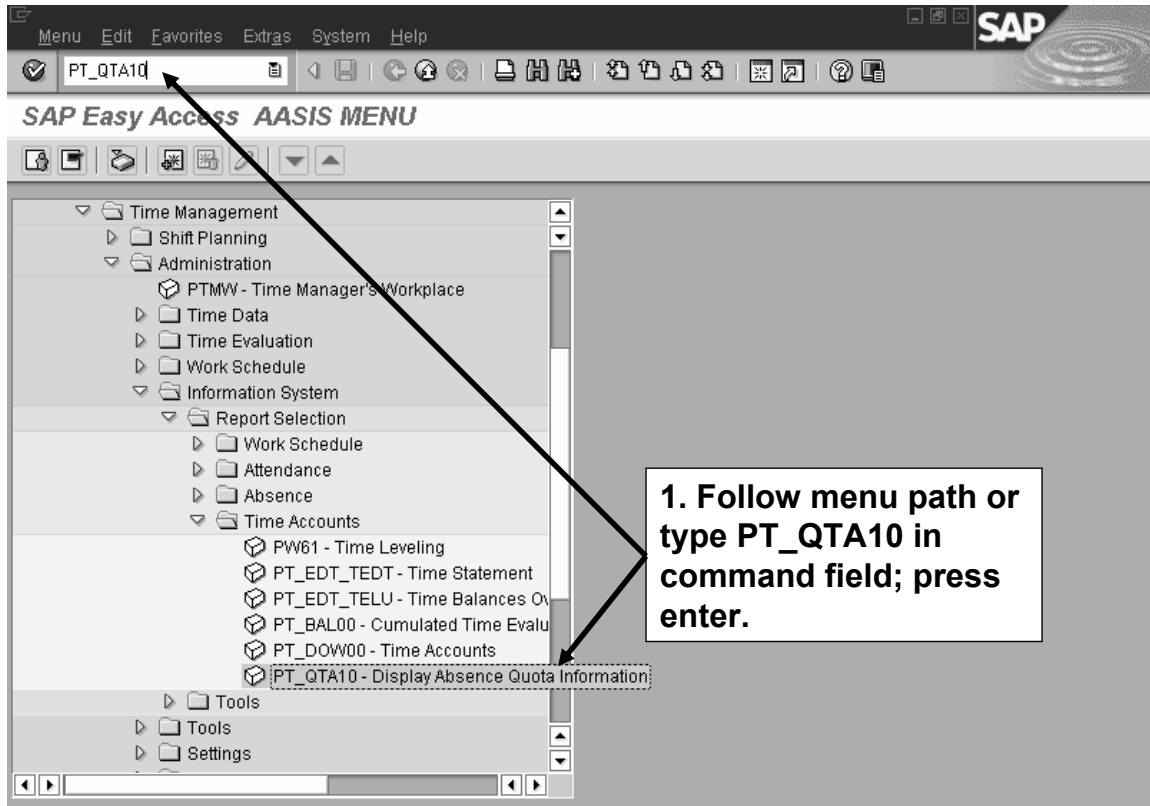
Time and Leave Administration

Chapter 10 – Reports



Display Quota Information Report PT_QTA10

Display Absence Quota Information



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12/16/04 Revised V3

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This report is designed to display overviews of employee absence quotas. You can display or print out employee quotas, for example, who have remaining entitlement during a specified period.

The menu path is Human Resources > Time Management > Administration > Information System > Report Selection > Time Accounts > Display Absence Quota Information



Display Absence Quota Information

2. Enter criteria; From and To date will be the same date.

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The date selection period enables you to specify the period in which employee data records are read. To view what an employee's quota balance was at the specified time, enter the dates in the Period field.

(i.e. to view employee's balance as of last day of the month, enter last day of the month in the 'Period' field (i.e. 09-30-03 To 09-30-03).

Display Absence Quota Information

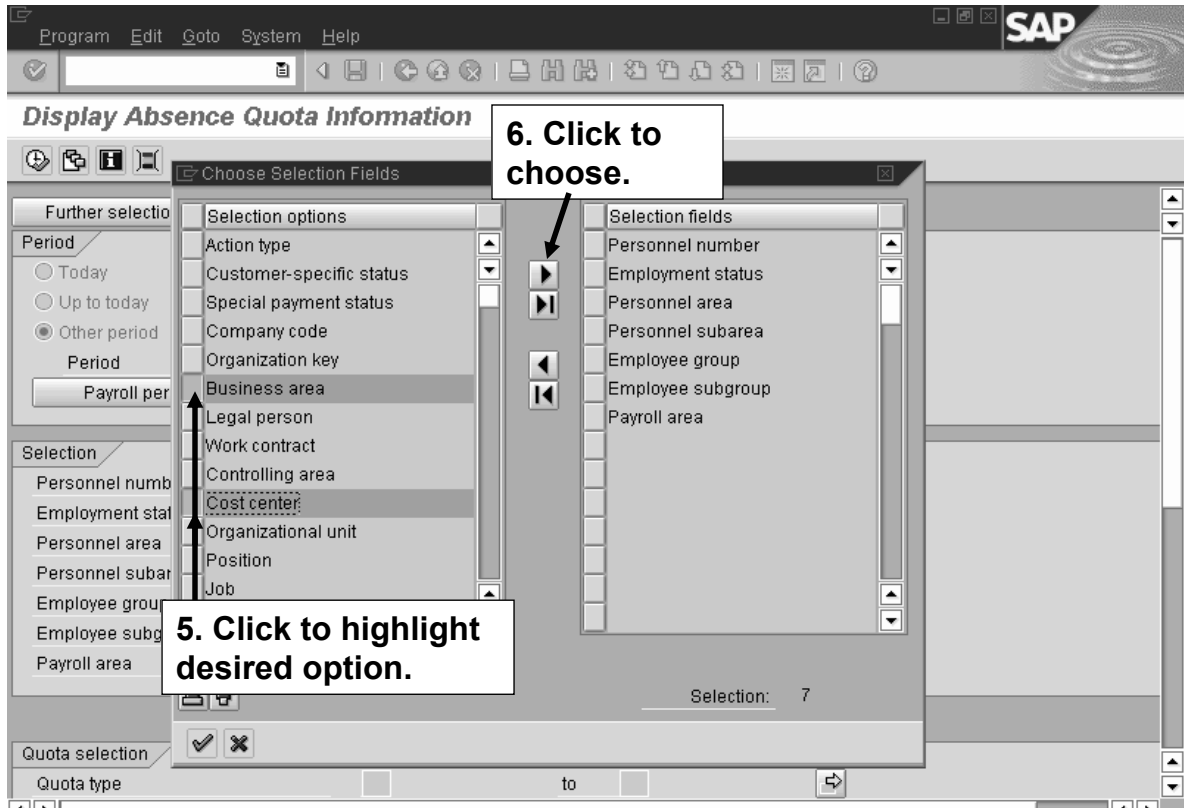
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Enter the criteria that you wish to search by. If searching for more than one personnel number, personnel area, etc.) click on the multiple selection icon  and enter the numbers separately.

If you wish to search by an option that is not listed, proceed to step 4. If not, skip to step 8.

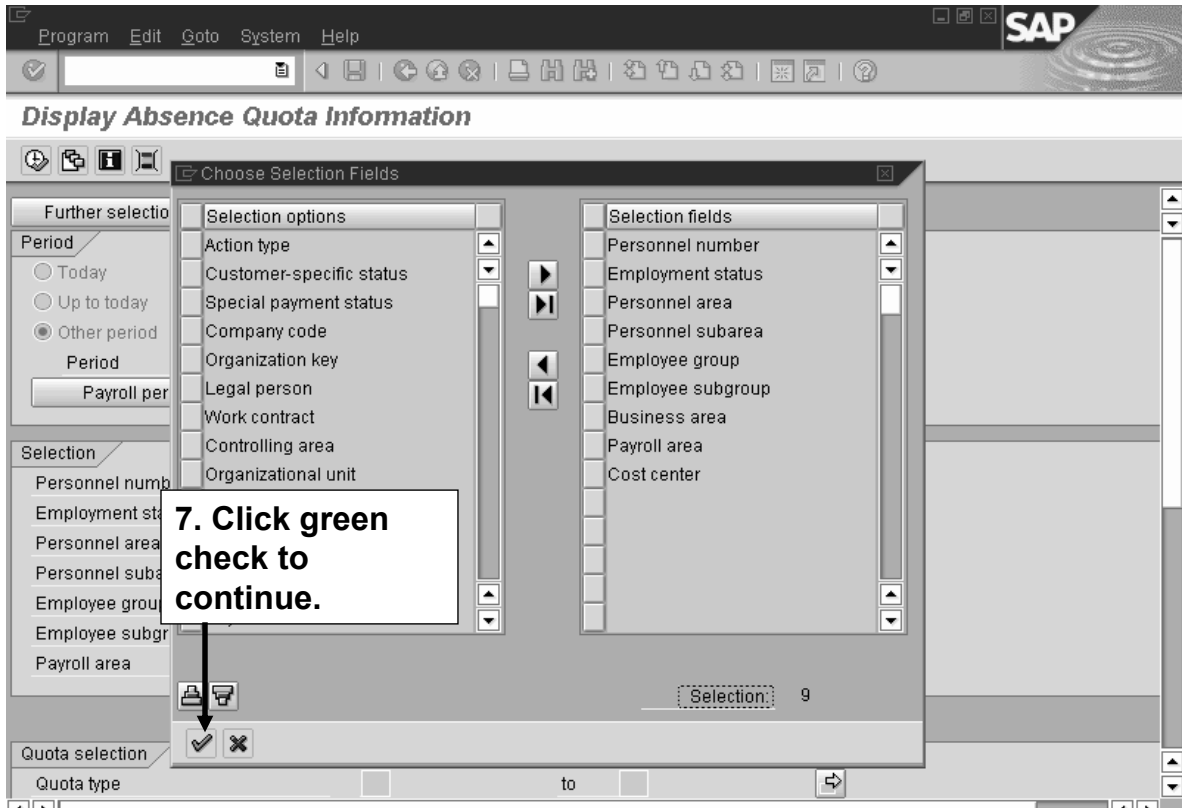
Display Absence Quota Information



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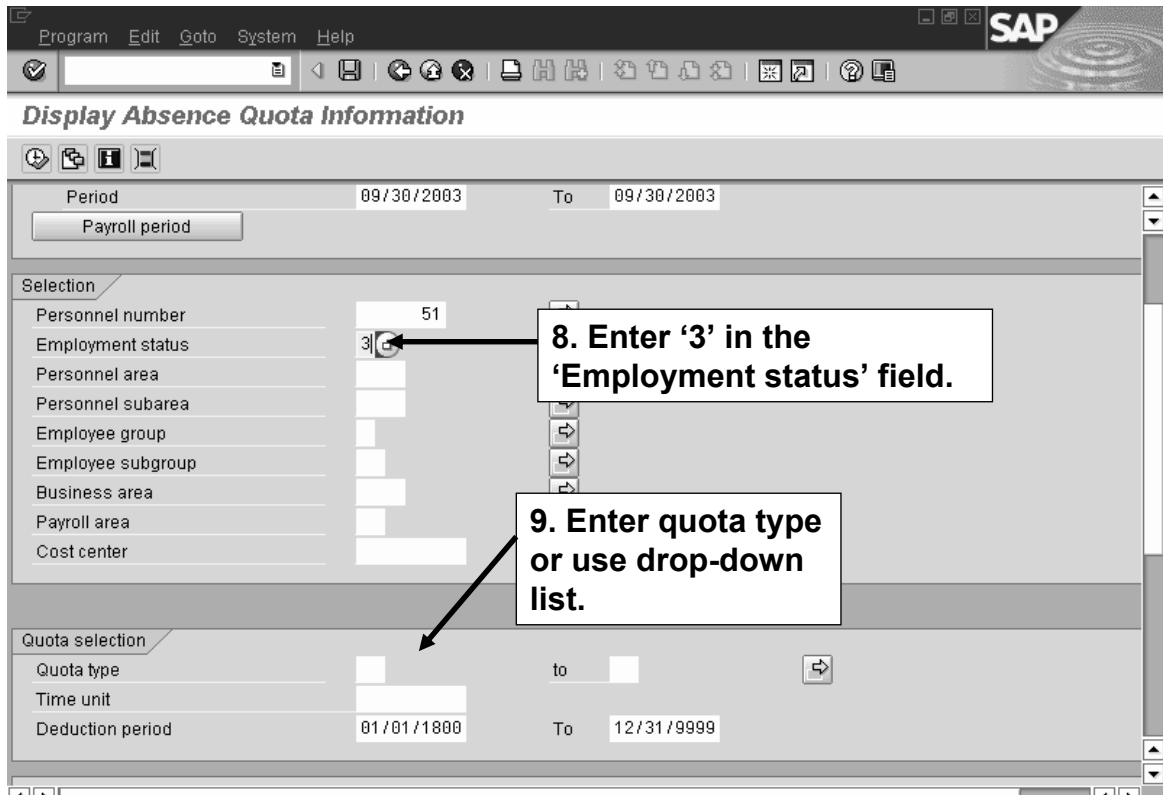
Display Absence Quota Information



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Display Absence Quota Information



Display Absence Quota Information

Period: 09/30/2003 To: 09/30/2003

Payroll period

Selection

- Personnel number: 51
- Employment status: 3
- Personnel area
- Personnel subarea
- Employee group
- Employee subgroup
- Business area
- Payroll area
- Cost center

Quota selection

- Quota type
- Time unit
- Deduction period: 01/01/1800 To: 12/31/9999

8. Enter '3' in the 'Employment status' field.

9. Enter quota type or use drop-down list.

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If you chose to run the report by a specified area, (i.e. Business area, Personnel area, etc., you need to enter a value in the employment status field. By entering a 3 in the employment status field, the report will only display active employees during the specified time frame.

You may enter a quota type to only search for a specific quota such as 01-annual, 02-sick, etc. To view all quotas on selected employees, you may leave blank.



Display Absence Quota Information

Program Edit Goto Sys

Absence Quota Type (1) 145 Entries Found

Restrictions

Display Absence Quota

Personnel subarea
Employee group
Employee subgroup
Payroll area

Quota selection
Quota type
Time unit

Display
☒ Only EEs with sel
☐ Only EEs with entitle
☐ EEs w/rem. ent. or

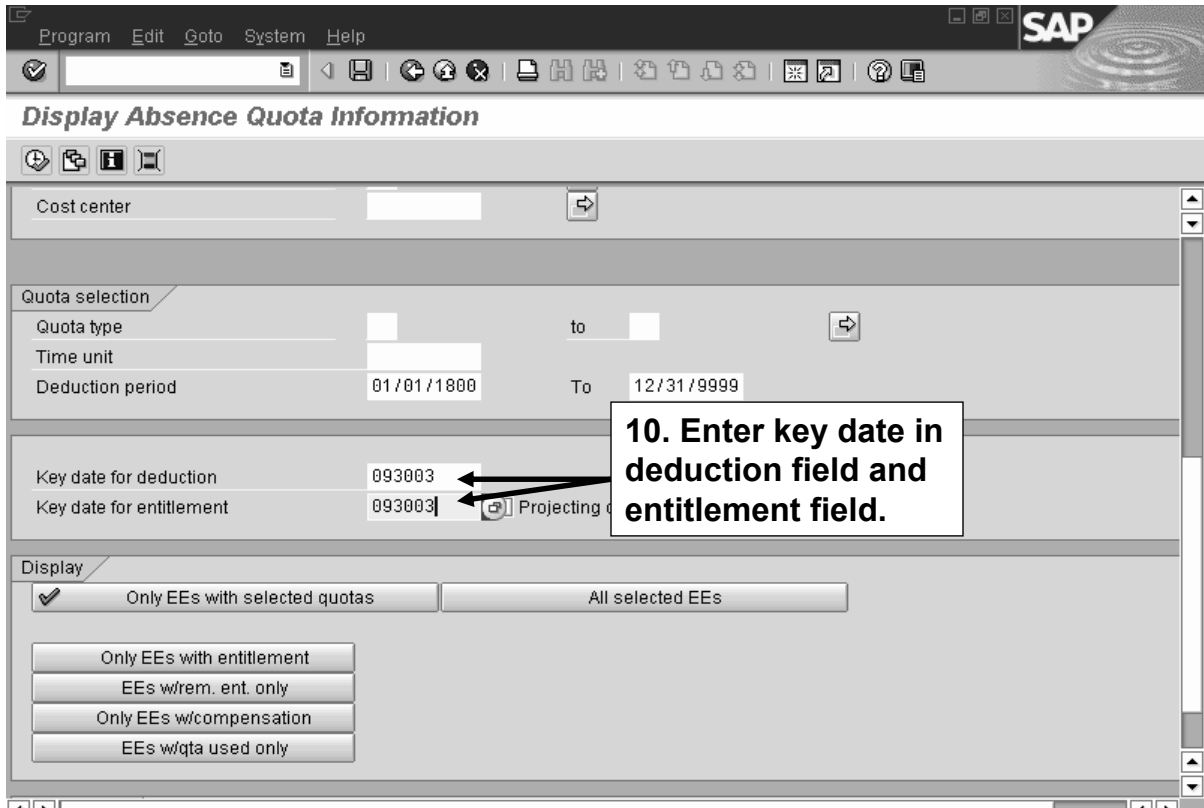
ESG	PSG	AQT...	Quota text	Start date	End Date	TMU	Unit
1	50	01	Annual Leave	01/01/1900	12/31/9999	001	Hours
1	50	02	Sick Leave	01/01/1900	12/31/9999	001	Hours
1	50	03	Compensatory Time	01/01/1900	12/31/9999	001	Hours
1	50	04	Compensatory Time (1.5)	01/01/1900	12/31/9999	001	Hours
1	50	05	Holiday Leave	01/01/1900	12/31/9999	001	Hours
1	50	06	Military Leave	01/01/1900	12/31/9999	001	Hours
1	50	07	Employee Birthday	01/01/1900	12/31/9999	001	Hours
1	50	08	Catastrophic Leave	01/01/1900	12/31/9999	001	Hours
1	50	09	Disaster Service Leave	01/01/1900	12/31/9999	001	Hours
1	50	10	Family Medical Leave	01/01/1900	12/31/9999	001	Hours
1	50	15	Compensatory Time @ 1.0	01/01/1900	12/31/9999	001	Hours
1	50	16	Compensatory Time @ 1.5	01/01/1900	12/31/9999	001	Hours
1	51	01	Annual Leave	01/01/1900	12/31/9999	001	Hours
1	51	02	Sick Leave	01/01/1900	12/31/9999	001	Hours
1	51	03	Compensatory Time	01/01/1900	12/31/9999	001	Hours
1	51	05	Holiday Leave	01/01/1900	12/31/9999	001	Hours
1	51	06	Military Leave	01/01/1900	12/31/9999	001	Hours
1	51	07	Employee Birthday	01/01/1900	12/31/9999	001	Hours
1	51	08	Catastrophic Leave	01/01/1900	12/31/9999	001	Hours
1	51	09	Disaster Service Leave	01/01/1900	12/31/9999	001	Hours
1	51	10	Family Medical Leave	01/01/1900	12/31/9999	001	Hours
1	51	15	Compensatory Time @ 1.0	01/01/1900	12/31/9999	001	Hours
1	51	16	Compensatory Time @ 1.5	01/01/1900	12/31/9999	001	Hours
1	58	01	Annual Leave	01/01/1900	12/31/9999	001	Hours

145 Entries Found

9. Double-click appropriate quota type.

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Display Absence Quota Information



Display Absence Quota Information

Cost center: []

Quota selection

Quota type: [] to []

Time unit: []

Deduction period: 01/01/1800 To 12/31/9999

Key date for deduction: 093003

Key date for entitlement: 093003

Display

☒ Only EEs with selected quotas ☐ All selected EEs

10. Enter key date in deduction field and entitlement field.

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10-10

The key date for the deduction and entitlement fields should always be the same as the date you entered in the Period field. Both fields will contain the same date.



Display Absence Quota Information

Display Absence Quota Information

Quota selection

Quota type to

Time unit

Deduction period 01/01/1800 To 12/31/9999

Key date for deduction 093003

Key date for entitlement 093003 ☐ Projecting quota status

Display

☒ Only EEs with selected quotas ☐ All selected EEs

☐ Only EEs with entitlement

☐ EEs w/rem. ent. only

☐ Only EEs w/compensation

☐ EEs w/qta used only

Data format

Layout ☐

11. Click appropriate display.

12. Click on radio button.

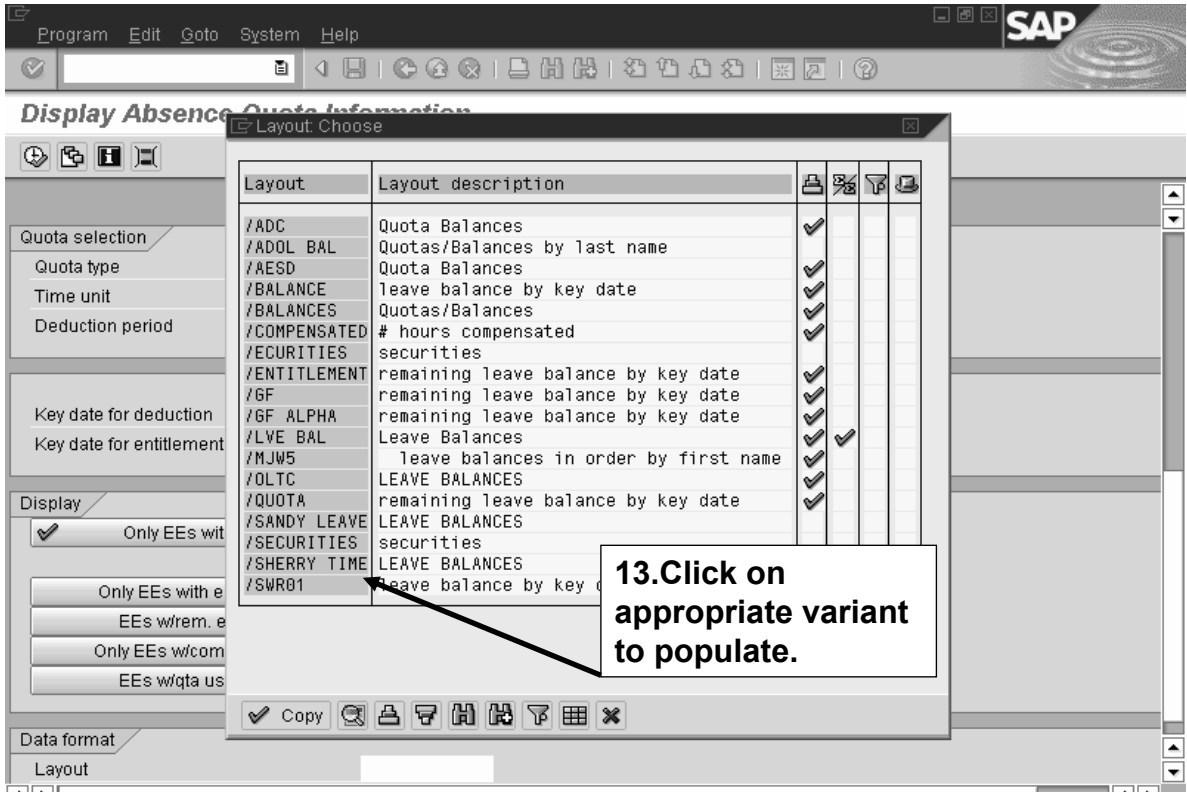
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10-11

Under the 'Display' field, only one selection can be made for each report being run.



Display Absence Quota Information



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You must choose either /OLTC or /SWR01 as a display variant.



Display Absence Quota Information

Program Edit Goto System Help

SAP

Display Absence Quota Information

14. Click to execute.

Quota type to

Time unit

Deduction period 01/01/1800 To 12/31/9999

Key date for deduction 093003

Key date for entitlement 093003 ☐ Projecting quota status

Display

☒ Only EEs with selected quotas ☐ All selected EEs

Data format

Layout POLTC

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Display Absence Quota Information

List Edit Goto Settings System Help

SAP

Display Absence Quota Information

Choose Save

Absence quotas

Validity period 09/30/2003 - 09/30/2003

Pers.No.	Name (sortable)	A...	Quota	Unit	Σ	Entitlement	Σ	Used	Σ	Rem. on key date
51	WASHINGTON TABITHA	01	Annual Leave	Hours		8.00000		0.00000		8.00000
51		02	Sick Leave	Hours		8.00000		0.00000		8.00000
51		05	Holiday Leave	Hours		8.00000		0.00000		8.00000
				Hours	=	24.00000	=	0.000...	=	24.00000

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In this example, this report shows the quota totals that the employee had available to them on October 1, 2003. You may elect to print this report by clicking on the print icon.

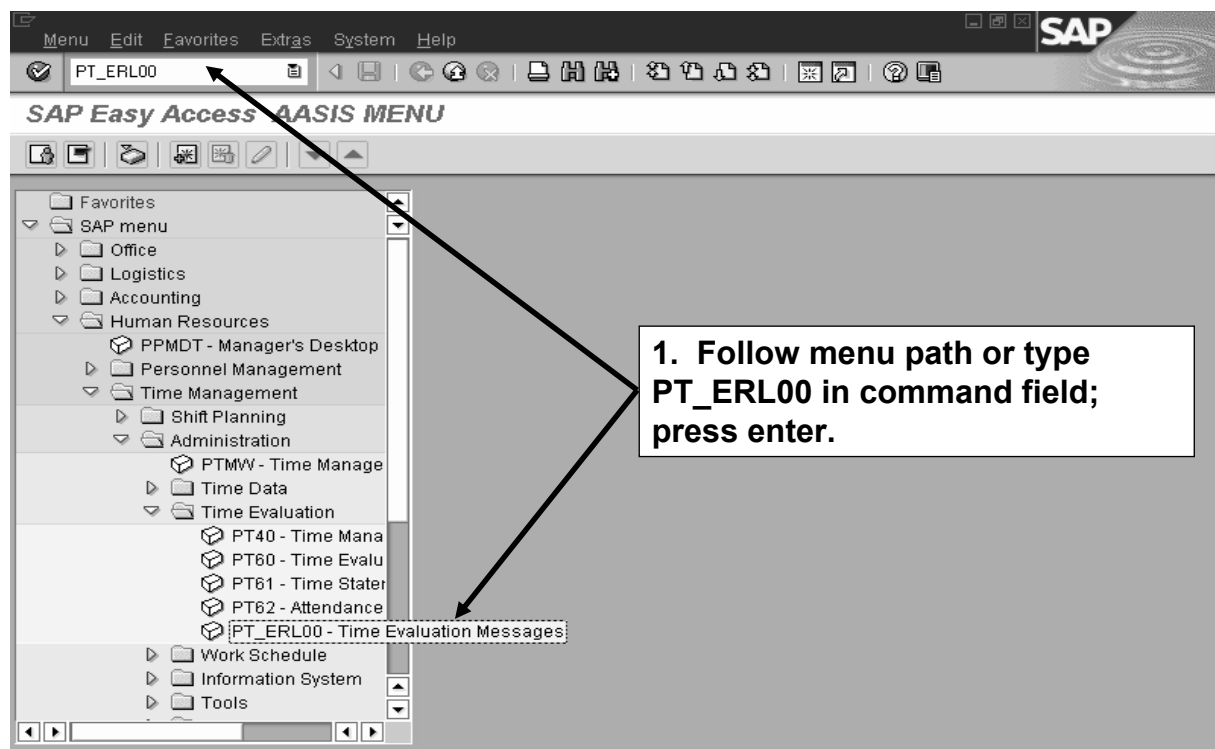


Time Evaluation Messages Display Report

PT_ERL00



TIME EVALUATION MESSAGES DISPLAY REPORT



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02/16/04, Revised V3

10-16

The Time Evaluation Message Display can be used to generate one report for all messages for an individual or for groups of employees. This report can also be used to identify all employees with a specific message.

Menu Path:

Human Resources > Time Management > Administration > Time Evaluation > Time Evaluation Messages



TIME EVALUATION MESSAGES DISPLAY REPORT

Program Edit Goto System Help

Time Evaluation Messages Display

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Period 122103 To 010304

Person selection period

Payroll period

Selection

Personnel number

Employment status

Company Code

Payroll area

Pers.area/subarea/cost center

Employee group/subgroup

Error attributes

Category of Message Type to

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10-17

You can view time evaluation messages for any specified time frame. It is recommended to use the 'Other period' field and enter the from and to dates for the time evaluation.



TIME EVALUATION MESSAGES DISPLAY REPORT

4. Click Further selections . (conditional)

3. Enter selection criteria or click further selections for other options.

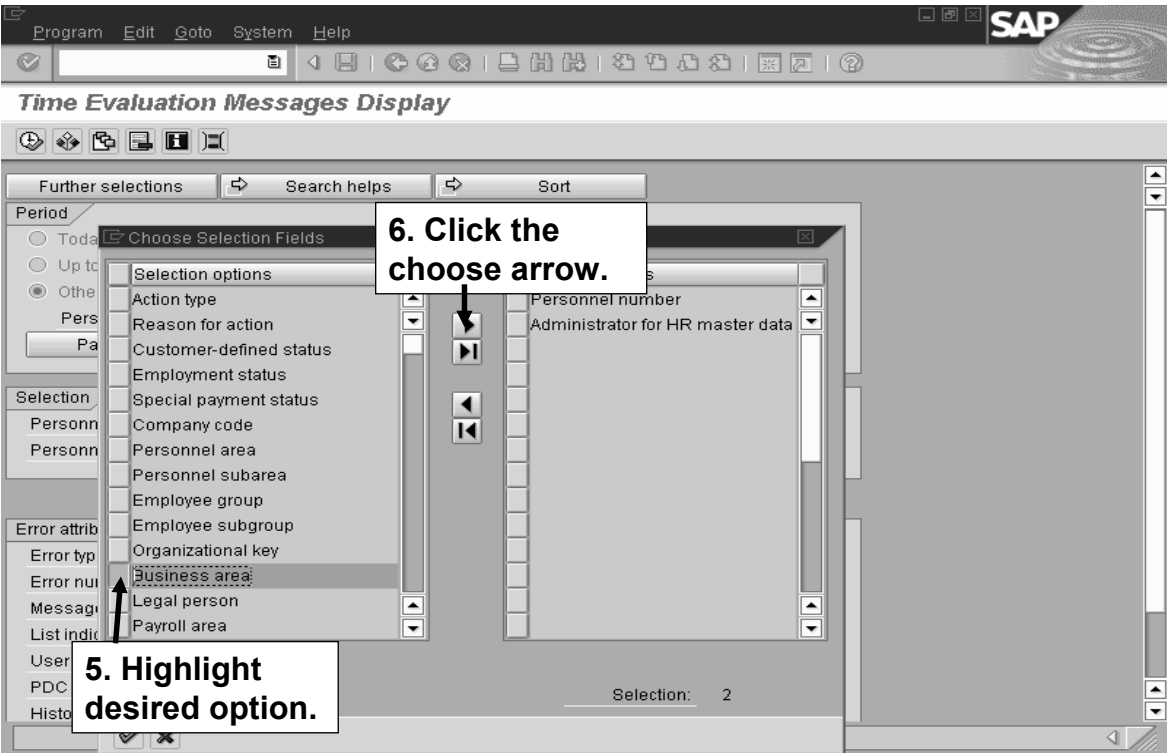
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10-18

If you choose to run the report by a different selection criteria, proceed with step 4. If the criteria is listed, after entering, skip to step 8.



TIME EVALUATION MESSAGES DISPLAY REPORT

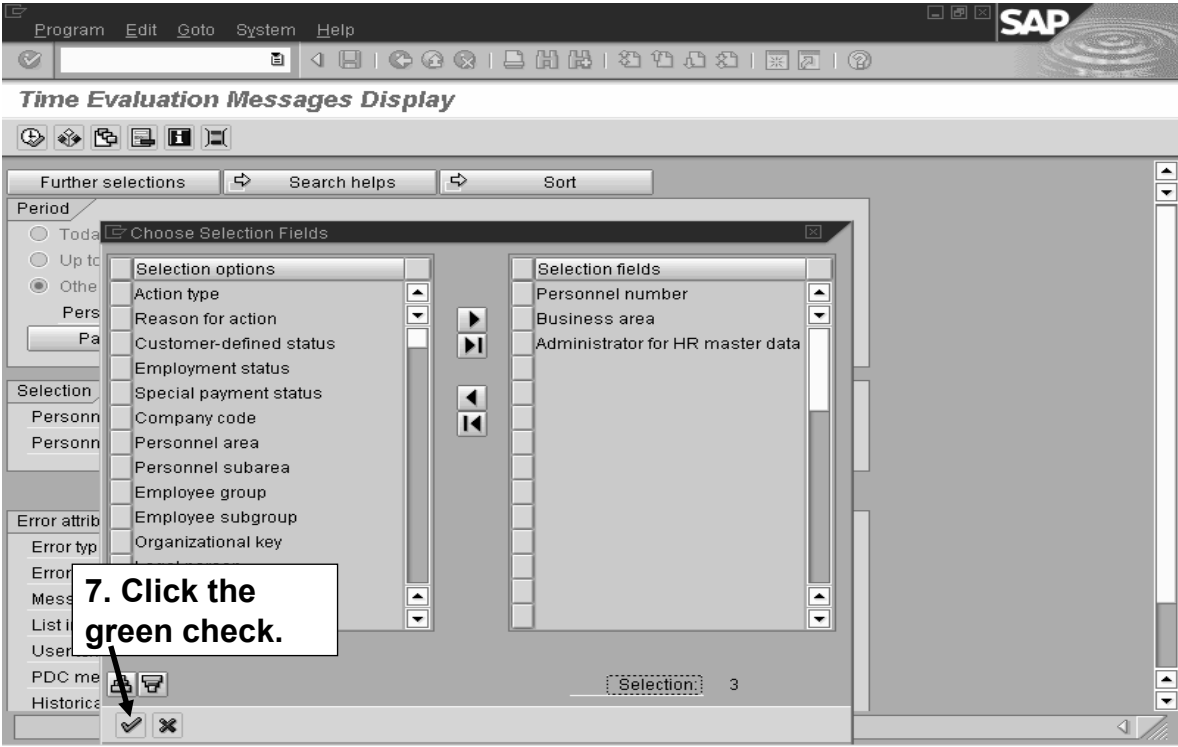


6. Click the
choose arrow.

5. Highlight
desired option.



TIME EVALUATION MESSAGES DISPLAY REPORT



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02/16/04, Revised V3



TIME EVALUATION MESSAGES DISPLAY REPORT

Program Edit Goto System Help

Time Evaluation Messages Display

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Period 12/21/2003 To 01/03/2004

Person selection period To

Payroll period

Selection

Personnel number

Employment status 3

Company Code

Business area 0610

Payroll area

Pers. area/subarea/cost cente

Employee group/subgroup

Error attributes

8. Enter "3" in Employment status field for active employees.



TIME EVALUATION MESSAGES DISPLAY REPORT

Time Evaluation Messages Display

10. Click to execute.

Business area 0010

Payroll area

Pers. area/subarea/cost center

Employee group/subgroup

Error attributes

Category of Message Type 1 to

Number of Message Type to

Message type E to

List indicator to

User text to

PDC message number to

Historical record flag to

Time 00:00:00 to 00:00:00

Layouts

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Time Evaluation Messages Display

10. Click to execute.

Business area 0610

Payroll area

Pers. area/subarea/cost center

Employee group/subgroup

Error attributes

Category of Message Type

Number of Message Type

Message type

List indicator to

User text to

PDC message number to

Historical record flag to

Time 00:00:00 to 00:00:00

Layouts

9. Leave blank

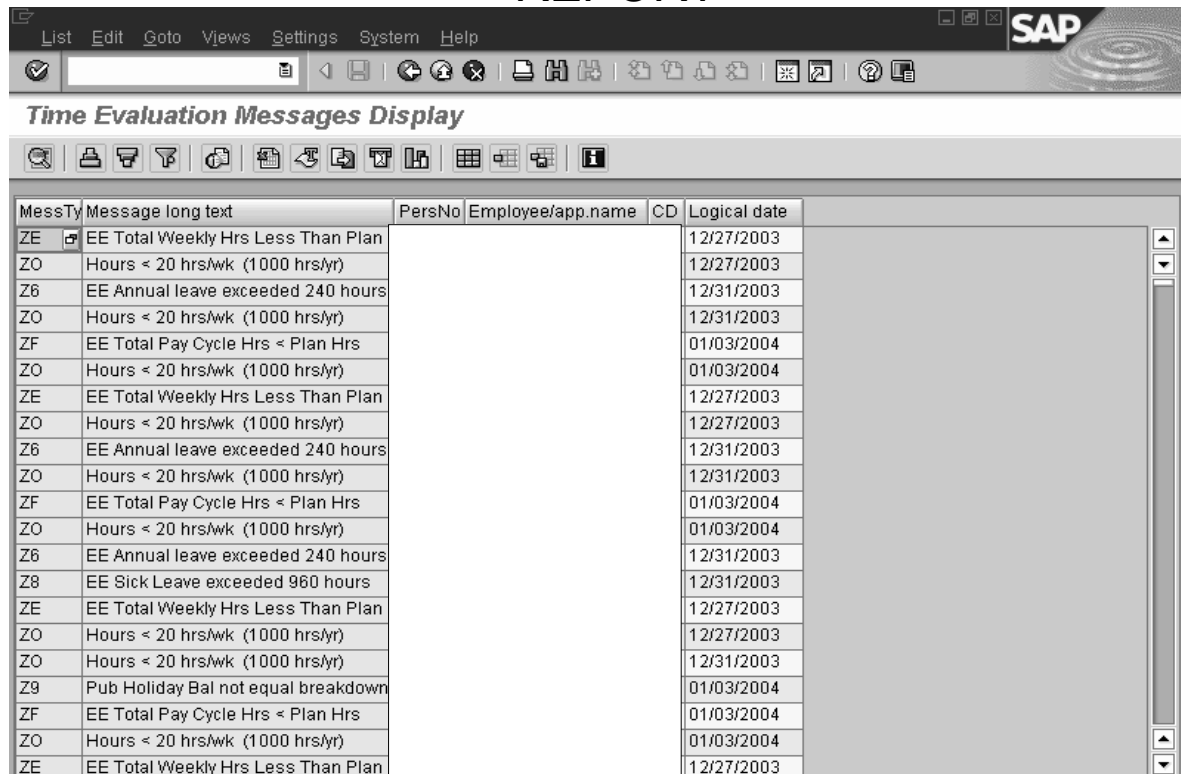
10-22

In the 'Category of Message Type' field you may enter **1** and in the 'Message Type' field you may enter an **E** to display all hard errors which stops an employee from successfully processing through time evaluation.

If you leave these fields blank, all time evaluation messages will be displayed.



TIME EVALUATION MESSAGES DISPLAY REPORT



MessTy	Message long text	PersNo	Employee/app.name	CD	Logical date
ZE	EE Total Weekly Hrs Less Than Plan				12/27/2003
ZO	Hours < 20 hrs/wk (1000 hrs/yr)				12/27/2003
Z6	EE Annual leave exceeded 240 hours				12/31/2003
ZO	Hours < 20 hrs/wk (1000 hrs/yr)				12/31/2003
ZF	EE Total Pay Cycle Hrs < Plan Hrs				01/03/2004
ZO	Hours < 20 hrs/wk (1000 hrs/yr)				01/03/2004
ZE	EE Total Weekly Hrs Less Than Plan				12/27/2003
ZO	Hours < 20 hrs/wk (1000 hrs/yr)				12/27/2003
Z6	EE Annual leave exceeded 240 hours				12/31/2003
ZO	Hours < 20 hrs/wk (1000 hrs/yr)				12/31/2003
ZF	EE Total Pay Cycle Hrs < Plan Hrs				01/03/2004
ZO	Hours < 20 hrs/wk (1000 hrs/yr)				01/03/2004
Z6	EE Annual leave exceeded 240 hours				12/31/2003
Z8	EE Sick Leave exceeded 960 hours				12/31/2003
ZE	EE Total Weekly Hrs Less Than Plan				12/27/2003
ZO	Hours < 20 hrs/wk (1000 hrs/yr)				12/27/2003
ZO	Hours < 20 hrs/wk (1000 hrs/yr)				12/31/2003
Z9	Pub Holiday Bal not equal breakdown				01/03/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs				01/03/2004
ZO	Hours < 20 hrs/wk (1000 hrs/yr)				01/03/2004
ZE	EE Total Weekly Hrs Less Than Plan				12/27/2003

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For a explanation of the Time Evaluation messages, view QRC9 of the Quick Reference Guide (QRG) located in the Time Recording courseware.



TIME EVALUATION MESSAGES DISPLAY REPORT

Time Evaluation Messages Display

Error	Text	PersNo.	Name	Day sh.bd	Date
ZE	EE Total Weekly Hrs Less Than Plan			SA	09/06/2003
ZO	Entitlement negative for quota type			MO	09/01/2003
ZE	EE Total Weekly Hrs Less Than Plan			SA	09/06/2003
ZW	ATT/ABS not HLDY/WKHL on PH			MO	09/01/2003
ZO	Entitlement negative for quota type			MO	09/01/2003
ZE	EE Total Weekly Hrs Less Than Plan			SA	09/06/2003
ZW	ATT/ABS not HLDY/WKHL on PH			MO	09/01/2003
ZO	Hours < 20 hrs/wk (1000 hrs/yr)			SA	09/06/2003
ZE	EE Total Weekly Hrs Less Than Plan			SA	09/06/2003
ZO	Hours < 20 hrs/wk (1000 hrs/yr)			SA	09/06/2003
ZN	Not enough FMLA quota to deduct			TH	09/04/2003
ZE	EE Total Weekly Hrs Less Than Plan			SA	09/06/2003
ZE	EE Total Weekly Hrs Less Than Plan			SA	09/06/2003
ZE	EE Total Weekly Hrs Less Than Plan			SA	09/06/2003
ZW	ATT/ABS not HLDY/WKHL on PH			MO	09/01/2003
ZE	EE Total Weekly Hrs Less Than Plan			SA	09/06/2003
ZO	Hours < 20 hrs/wk (1000 hrs/yr)			SU	08/31/2003
ZW	ATT/ABS not HLDY/WKHL on PH			MO	09/01/2003
ZE	EE Total Weekly Hrs Less Than Plan			SA	09/06/2003

DISPLAY PURPOSES ONLY

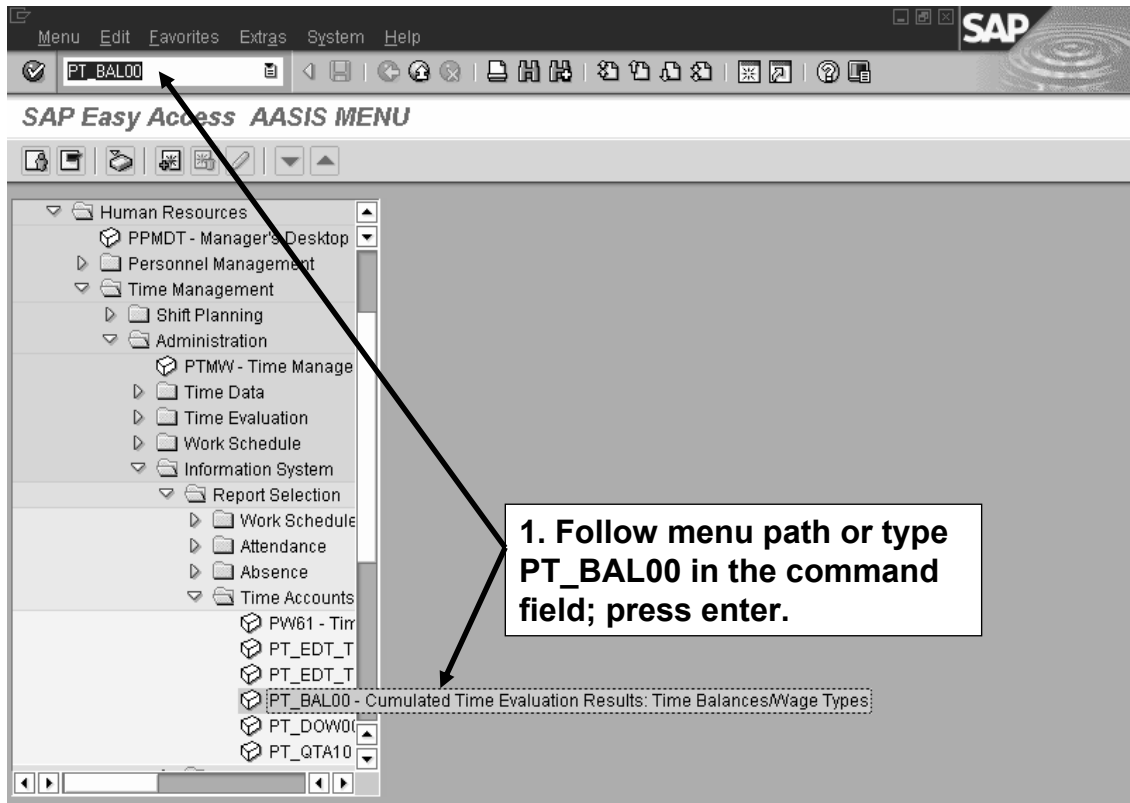
If a red message is generated, you will have to correct this before payroll ends or the employee will not run through payroll.



Monitor Extra Help 1000 Hour Limit Report

PT_BAL00

MONITOR EXTRA HELP 1000 HOUR LIMIT



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This report is designed to accommodate the need to monitor and manage extra help time worked in a fiscal year. Employee's occupying an extra help position are limited to working.

Menu path:

Human Resources > Time Management > Administration > Information Systems > Report Selections > Time Accounts > Cumulated Time Evaluation Results:Time Balances/Wage Types



MONITOR EXTRA HELP 1000 HOUR LIMIT

The screenshot shows the SAP 'Cumulated Time Evaluation Results: Time Balances/Wage Types' screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main content area is divided into several sections:

- Further selections:** Contains a 'Further selections' button and a 'Payroll period' button.
- Period:** Contains radio buttons for 'Today', 'Up to today', 'Other period', and 'From today'. The 'Other period' radio button is selected. Below these are input fields for 'Period' (070103) and 'To' (021504).
- Selection:** Contains input fields for 'Personnel number' and 'Time recording administrator'.
- Selection Conditions:** Contains radio buttons for 'Day balances', 'Cumulated balances', and 'Time wage types'. The 'Day balances' radio button is selected. Below these are input fields for 'ZTART', 'SALDI', and 'LGART', each followed by a 'to' field and a selection button.

Annotations on the screen:

- Annotation 1: '3. Click Further selections (conditional).' points to the 'Further selections' button.
- Annotation 2: '2. Enter 'Period'.' points to the 'Other period' radio button.

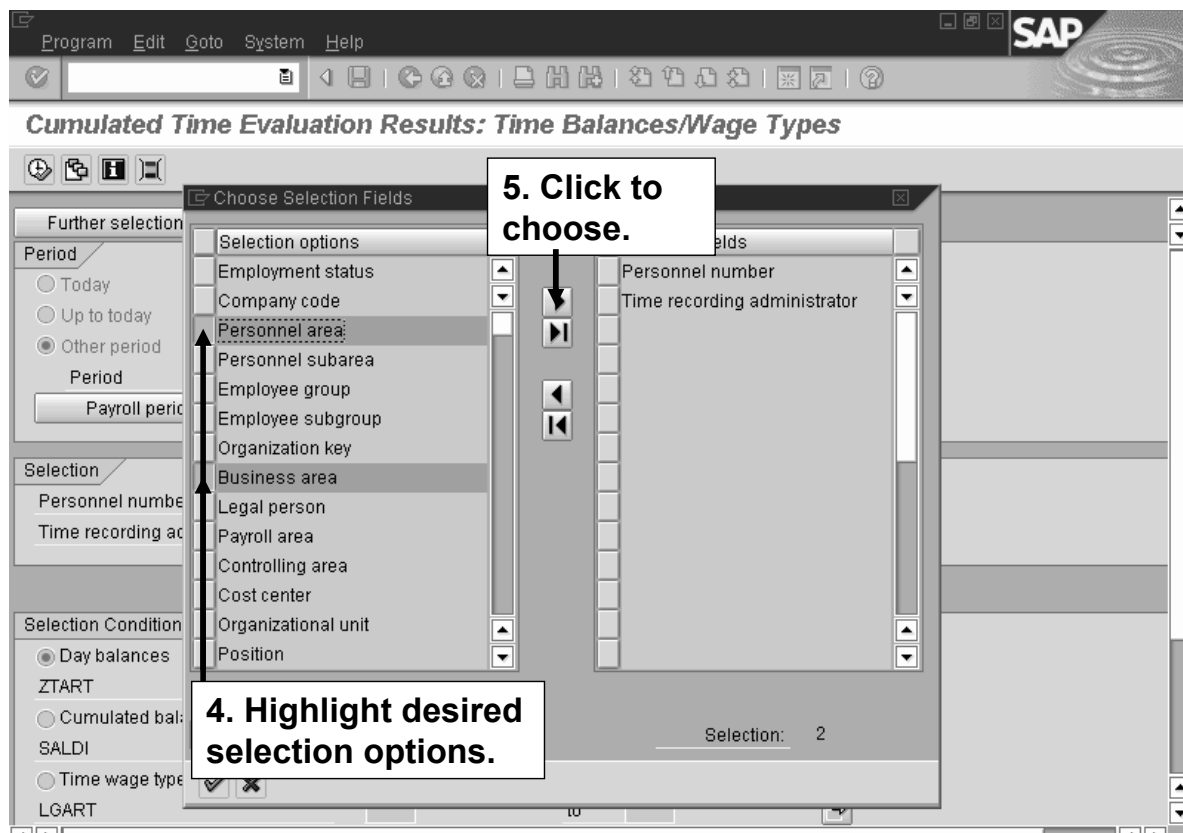
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Under the 'Period' section, you may select the appropriate radio button for which you desire the report to be processed for. It is recommended to use the Other period button and enter the from and to dates for which your are reporting for.



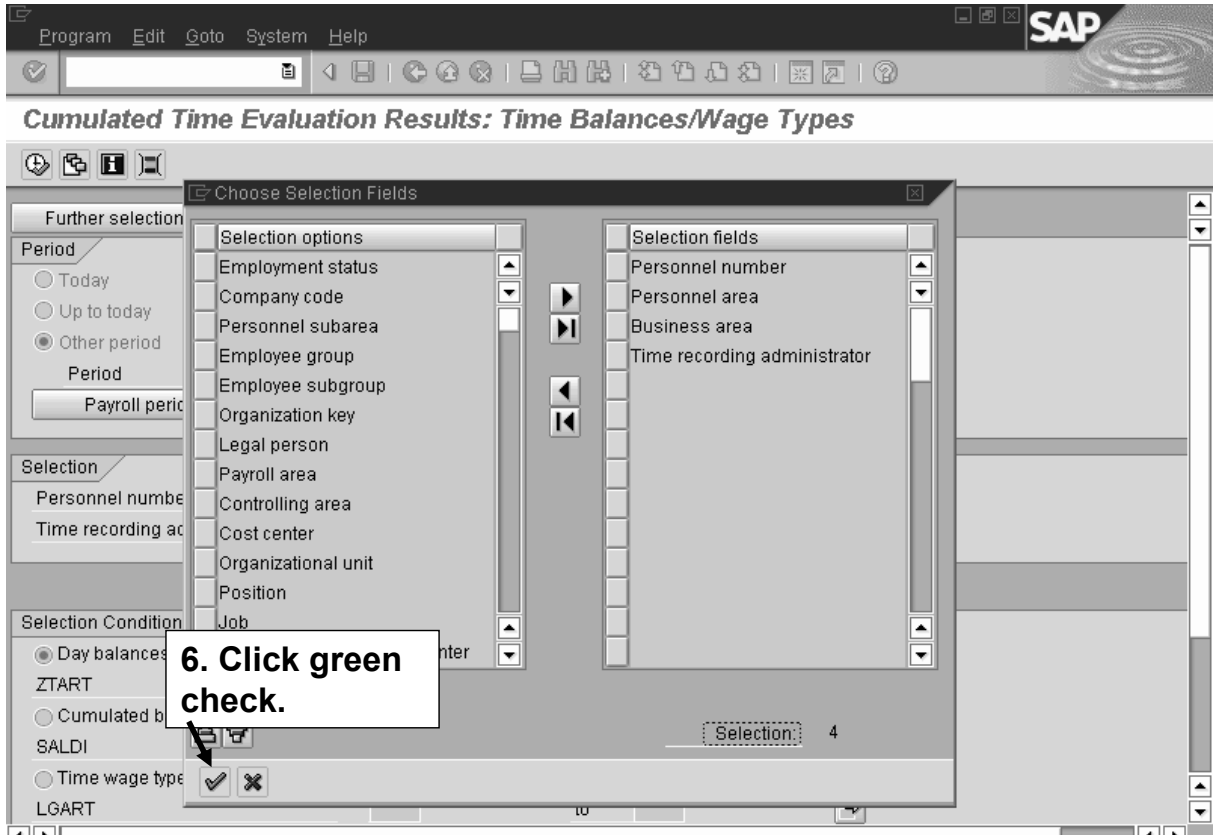
MONITOR EXTRA HELP 1000 HOUR LIMIT



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MONITOR EXTRA HELP 1000 HOUR LIMIT



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12/16/04 Revised V3



MONITOR EXTRA HELP 1000 HOUR LIMIT

Program Edit Goto System Help

Cumulated Time Evaluation Results: Time Balances/Wage Types

☐ Up to today ☐ From today

☒ Other period

Period 07/01/2003 To 02/15/2004

Payroll period

Selection

Personnel number

Personnel area

0630

7. Select Cumulated balances .

Selection Conditions

☐ Pay balances

☒ Cumulated balances

☐ Time wage types

LGART

SALDI 9040

to

to

to

Value limits (hours) for time/wage types

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12/16/04 Revised V3



MONITOR EXTRA HELP 1000 HOUR LIMIT

Program Edit Goto System Help

Cumulated Time Evaluation Results: Time Balances/Wage Types

☒ Up to today ☐ From today

9. Click to execute. 07/01/2003 To 02/15/2004

Selection

Personnel number		
Personnel area		
Business area	0630	
Time recording administrator		

Selection Conditions

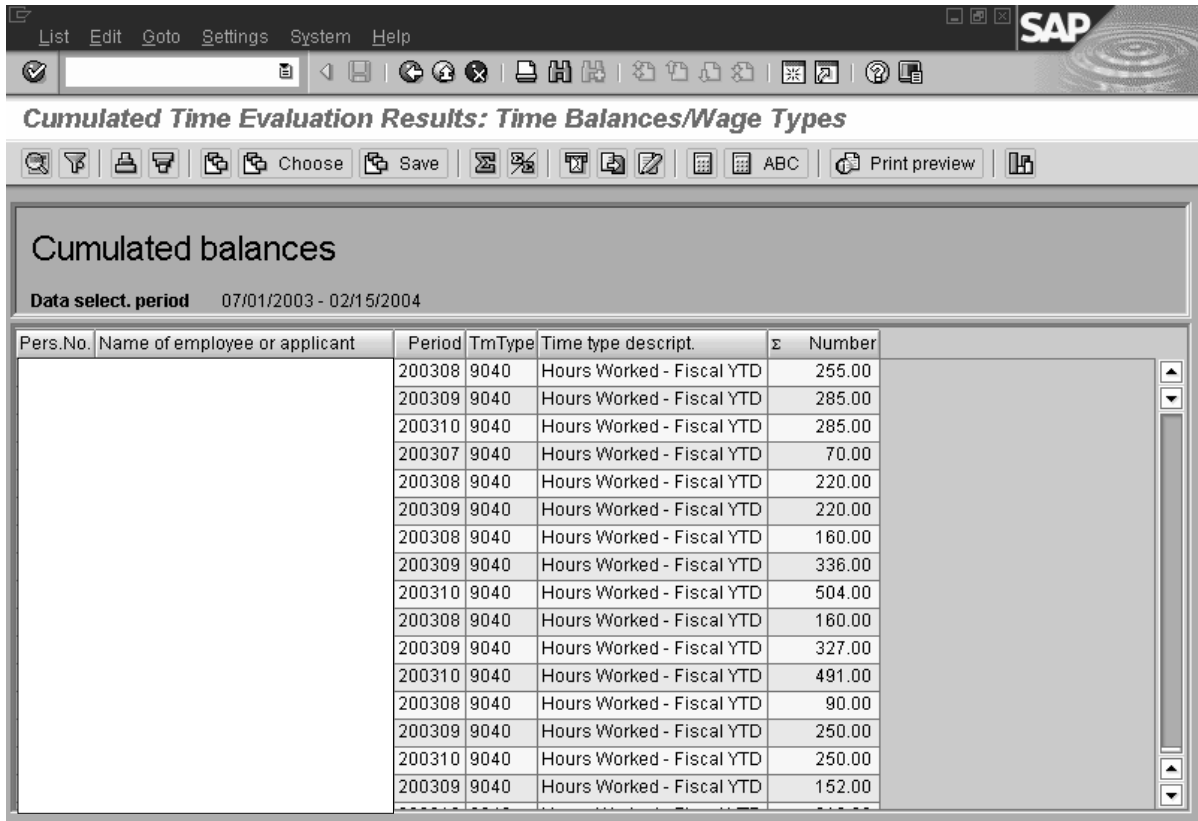
<input type="radio"/> Day balances			
ZTART		to	
<input checked="" type="radio"/> Cumulated balances			
SALDI	9040	to	
<input type="radio"/> Time wage types			
LGART		to	

Value limits (hours) for time/wage types

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12/16/04 Revised V3



MONITOR EXTRA HELP 1000 HOUR LIMIT



The screenshot shows the SAP interface for 'Cumulated Time Evaluation Results: Time Balances/Wage Types'. The title bar includes 'List Edit Goto Settings System Help' and the SAP logo. Below the title bar is a toolbar with various icons. The main window has a header 'Cumulated balances' and a sub-header 'Data select. period 07/01/2003 - 02/15/2004'. The data is presented in a table with columns: Pers.No., Name of employee or applicant, Period, TmType, Time type descript., Σ, and Number. The table contains 16 rows of data, all showing 'Hours Worked - Fiscal YTD' for various employee IDs and periods.

Pers.No.	Name of employee or applicant	Period	TmType	Time type descript.	Σ	Number
200308		9040		Hours Worked - Fiscal YTD	255.00	
200309		9040		Hours Worked - Fiscal YTD	285.00	
200310		9040		Hours Worked - Fiscal YTD	285.00	
200307		9040		Hours Worked - Fiscal YTD	70.00	
200308		9040		Hours Worked - Fiscal YTD	220.00	
200309		9040		Hours Worked - Fiscal YTD	220.00	
200308		9040		Hours Worked - Fiscal YTD	160.00	
200309		9040		Hours Worked - Fiscal YTD	336.00	
200310		9040		Hours Worked - Fiscal YTD	504.00	
200308		9040		Hours Worked - Fiscal YTD	160.00	
200309		9040		Hours Worked - Fiscal YTD	327.00	
200310		9040		Hours Worked - Fiscal YTD	491.00	
200308		9040		Hours Worked - Fiscal YTD	90.00	
200309		9040		Hours Worked - Fiscal YTD	250.00	
200310		9040		Hours Worked - Fiscal YTD	250.00	
200309		9040		Hours Worked - Fiscal YTD	152.00	

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Report will show hours for employees selected



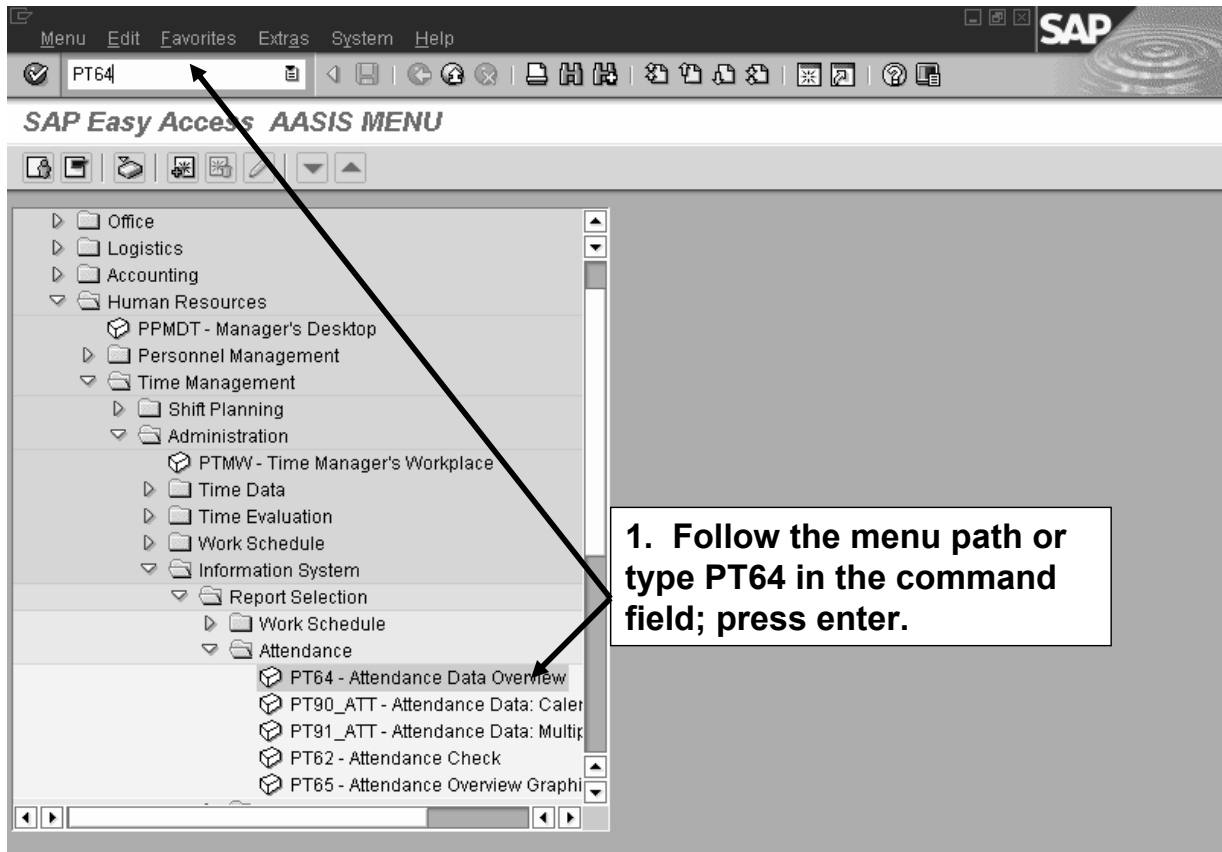
Attendance/Absence Data: Overview Report

PT64

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12/16/04 Revised V3

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ATTENDANCE/ABSENCE DATA: OVERVIEW



1. Follow the menu path or type PT64 in the command field; press enter.

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12/16/04 Revised V3

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This report can be used to view total attendance and/or absences hours a employee has accumulated over a specified time frame.

Menu path: Human Resource > Time Management > Administration > Information System > Report Selection > Attendance > Attendance Data Overview

ATTENDANCE/ABSENCE DATA: OVERVIEW

Attendance/Absence Data: Overview

Further selections Search helps Org. structure

Period

☐ Today
 ☐ Current month
 ☐ Current year
 ☐ Up to today
 ☐ From today
 ☒ Other period

Data Selection Period To
 Person selection period To
 Payroll period

Selection

Personnel number
 Employment status 0
 Personnel area
 Personnel subarea

Attendance/absence types for eval.

Absence type to
☒ Evaluate absences only

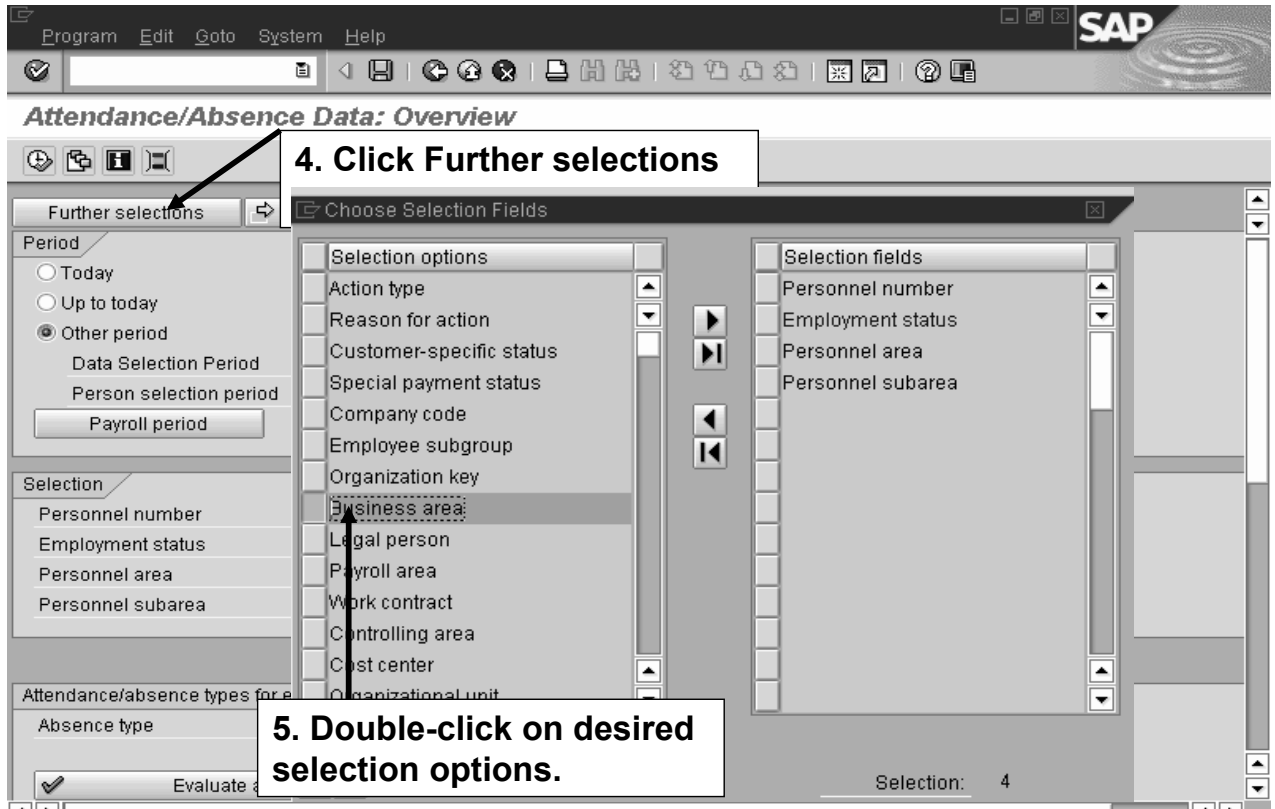
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You may enter a range date or a payroll period for viewing.

If desired selection criteria is not listed proceed to step 4. If criteria is listed, after entering it, skip to step 7.

ATTENDANCE/ABSENCE DATA: OVERVIEW



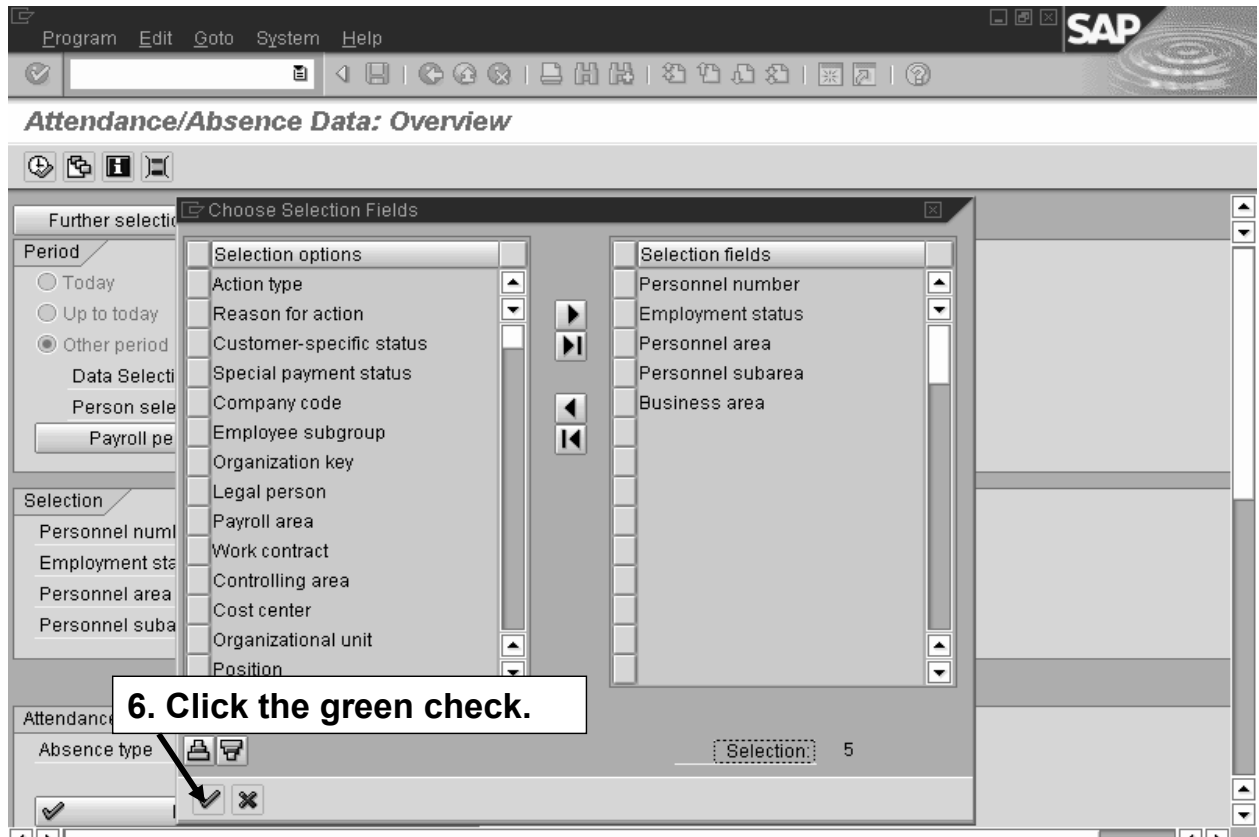
4. Click Further selections

5. Double-click on desired selection options.

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ATTENDANCE/ABSENCE DATA: OVERVIEW



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12/16/04 Revised V3



ATTENDANCE/ABSENCE DATA: OVERVIEW

Attendance/Absence Data: Overview

Attendance/absence types for eval.

Absence type to

☒ Evaluate absences only
☐ Evaluate attendances only
☐ Evaluate attendances/absences
☐ Select by att./absence category

7. Choose appropriate attendance/absence criteria.

Data format

☒ Grouping by org. assignment
☒ Hide texts on organizational assignment
☐ Only show texts on organizational assignment
☐ Also show texts on organizational assignment

☒ Data to display

☒ Only show EEs with relevant att./abs. types
☐ Display all employees

Classification of data in initial list

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12/16/04 Revised V3

10-38

You have the option to choose to evaluate absences or attendance only; to evaluate both attendances/absences or to select an attendance/absence category.

By not entering a type in the absence and/or attendance type field, you will be able to view all codes on the output screen. To restrict the attendance and/or absence type, enter the specified type.

ATTENDANCE/ABSENCE DATA: OVERVIEW

Attendance/Absence Data: Overview

Attendance/absence types for eval.

Absence type to

☒ Evaluate absences only
☐ Evaluate attendances only
☐ Evaluate attendances/absences
☐ Select by att./absence category

Data format

Grouping by org. assignment

☒ Hide texts on organizational assignment
☐ Only show texts on organizational assignment
☐ Also show texts on organizational assignment

Data to display

☒ Only show EEs with relevant att./abs. types
☐ Display all employees

THIS FIELD WILL DEFAULT

THIS FIELD WILL DEFAULT

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10-39

The *Grouping by organizational assignment* field, allows you to determine which organizational data should be inserted as a column in the list. The default settings are *Personnel area* and *Personnel subarea*.

By choosing *Data to be displayed*, you determine what additional data is to be inserted as a column in the list.



ATTENDANCE/ABSENCE DATA: OVERVIEW

Attendance/Absence Data: Overview

Program Edit Goto System Help

Evaluate attendances/absences

Grouping by org. assignment

☐ Hide texts on organizational assignment

☐ Only show texts on organizational assignment

☒ Also show texts on organizational assignment

Data to display

☒ Only show EEs with relevant att./abs. types

☐ Display all employees

Classification of data in initial list

by : ☒ Org. assignmnt

☐ Org. assignment - Employees

☐ Org. assignment - Att./absence types

☐ Org. assignment - Employees - Attendance/absence types

☐ Org. assignment - Att./Absence types - Employees

9. Click to execute.

8. Select the Radio button to determine the way in which the data is to be classified.



ATTENDANCE/ABSENCE DATA: OVERVIEW

Attendance/Absence Data: Overview

Period: 06/30/2003 - 09/30/2003

THIS VIEW IS ORG. ASSIGNMENT

PA	Subarea	Hrs	Plnd hrs	Hrs/plnd	Days	Plan.days	Days/plnd	No.records
PA		714.00	8,832.00	8.08 %	65.99	510.00	12.94 %	128
FA02		550.50	3,280.00	16.78 %	59.23	278.00	21.31 %	84
FA02	NEL1	435.75	1,696.00	25.69 %	54.48	212.00	25.70 %	59
FA02	OAL1	114.75	1,584.00	7.24 %	4.75	66.00	7.20 %	25
FA08		152.00	4,464.00	3.41 %	6.28	186.00	3.38 %	42
FA08	OAL1	152.00	4,464.00	3.41 %	6.28	186.00	3.38 %	42
HL47		11.50	1,080.00	1.06 %	0.48	45.00	1.07 %	2
HL47	OAL1	11.50	1,080.00	1.06 %	0.48	45.00	1.07 %	2

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ATTENDANCE/ABSENCE DATA: OVERVIEW

SAP

List Edit Goto Views Settings System Help

Attendance/Absence Data: Overview

Attendance/Absence Data: Overview

Period: 06/30/2003 - 09/30/2003

THIS VIEW IS ORG. ASSIGNMENT - EMPLOYEES

PA	Subarea	Pers.No.	Employee/app.name	Hrs	Plnd hrs	Hrs/plnd	Days	Plan.days	Days/plnd	No.records
		****	****	714.00	8,832.00	8.08 %	65.99	510.00	12.94 %	128
FA02		****	****	550.50	3,280.00	16.78 %	59.23	278.00	21.31 %	84
FA02	NEL1	****	****	435.75	1,696.00	25.69 %	54.48	212.00	25.70 %	59
FA02	NEL1			328.00	536.00	61.19 %	41.00	67.00	61.19 %	41
FA02	NEL1			55.00	536.00	10.26 %	6.88	67.00	10.27 %	10
FA02	NEL1			8.00	8.00	100.00 %	1.00	1.00	100.00 %	1
FA02	NEL1			44.75	376.00	11.90 %	5.60	47.00	11.91 %	7
FA02	OAL1			114.75	1,584.00	7.24 %	4.75	66.00	7.20 %	25
FA02	OAL1			13.00	24.00	54.17 %	0.54	1.00	54.00 %	2
FA02	OAL1			101.75	1,560.00	6.52 %	4.21	65.00	6.48 %	23

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ATTENDANCE/ABSENCE DATA: OVERVIEW

SAP

List Edit Goto Views Settings System Help

Attendance/Absence Data: Overview

Expand <-> Collapse Layout

Attendance/Absence Data: Overview

Period: 06/30/2003 - 09/30/2003

THIS VIEW IS ORG. ASSIGNMENT – ATT./ABSENCE TYPES

PA	Subarea	A/AType	Att./abs. type text	Hrs	Plnd hrs	Hrs/plnd	Days	Plan.days	Days/plnd	No.records
		****	****	714.00	8,832.00	8.08 %	65.99	510.00	12.94 %	128
FA02		****	****	550.50	3,280.00	16.78 %	59.23	278.00	21.31 %	84
FA02	NEL1	****	****	435.75	1,696.00	25.69 %	54.48	212.00	25.70 %	59
FA02	NEL1	ANNL	Annual Leave	375.00		22.11 %	46.88		22.11 %	50
FA02	NEL1	EMBD	Employee Birthday	8.00		0.47 %	1.00		0.47 %	1
FA02	NEL1	LWOP	Leave without Pay	6.50		0.38 %	0.81		0.38 %	1
FA02	NEL1	SICK	Sick / Illness	46.25		2.73 %	5.79		2.73 %	7
FA02	OAL1	****	****	114.75	1,584.00	7.24 %	4.75	66.00	7.20 %	25
FA02	OAL1	ANNL	Annual Leave	43.25		2.73 %	1.80		2.73 %	8
FA02	OAL1	LWOP	Leave without Pay	21.00		1.33 %	0.87		1.32 %	3
FA02	OAL1	SICK	Sick / Illness	29.50		1.86 %	1.21		1.83 %	11

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ATTENDANCE/ABSENCE DATA: OVERVIEW

Attendance/Absence Data: Overview

Period: 06/30/2003 - 09/30/2003

THIS VIEW IS ORG. ASSIGNMENT – EMPLOYEES – ATTENDANCE/ABSENCE TYPES

PA	Subarea	Pers.No.	Employee/app.name	A/AType	Att./abs. type text	Hrs	Plnd hrs	Hrs/plnd	Days	Plan.days	Days/
FA02	NEL1	****	****	****	****	714.00	8,832.00	8.08 %	65.99	510.00	12.9
FA02	NEL1	****	****	****	****	550.50	3,280.00	16.78 %	59.23	278.00	21.3
FA02	NEL1	****	****	****	****	435.75	1,696.00	25.69 %	54.48	212.00	25.7
FA02	NEL1	****	****	****	****	328.00	536.00	61.19 %	41.00	67.00	61.1
FA02	NEL1	****	****	ANNL	Annual Leave	304.00		56.72 %	38.00		56.7
FA02	NEL1	****	****	EMBD	Employee Birthday	8.00		1.49 %	1.00		1.4
FA02	NEL1	****	****	SICK	Sick / Illness	16.00		2.99 %	2.00		2.9
FA02	NEL1	****	****	****	****	55.00	536.00	10.26 %	6.88	67.00	10.2
FA02	NEL1	****	****	ANNL	Annual Leave	47.00		8.77 %	5.88		8.7

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ATTENDANCE/ABSENCE DATA: OVERVIEW

SAP

List Edit Goto Views Settings System Help

Attendance/Absence Data: Overview

Attendance/Absence Data: Overview

Period: 06/30/2003 - 09/30/2003

THIS VIEW IS ORG. ASSIGNMENT – ATT./ABSENCE TYPE – EMPLOYEES

PA	Subarea	A/AType	Att./abs. type text	Pers.No.	Employee/app.name	Hrs	Plnd hrs	Hrs/plnd	Days	Plan.days	Days/
		****	****	****	****	714.00	8,832.00	8.08 %	65.99	510.00	12.9
FA02		****	****	****	****	550.50	3,280.00	16.78 %	59.23	278.00	21.3
FA02	NEL1	****	****	****	****	435.75	1,696.00	25.69 %	54.48	212.00	25.7
FA02	NEL1	ANNL	Annual Leave	****	****	375.00		22.11 %	46.88		22.1
FA02	NEL1	ANNL	Annual Leave			304.00	536.00	56.72 %	38.00	67.00	56.7
FA02	NEL1	ANNL	Annual Leave			47.00	536.00	8.77 %	5.88	67.00	8.7
FA02	NEL1	ANNL	Annual Leave			8.00	8.00	100.00 %	1.00	1.00	100.0
FA02	NEL1	ANNL	Annual Leave			16.00	376.00	4.26 %	2.00	47.00	4.2
FA02	NEL1	EMBD	Employee Birthday	****	****	8.00		0.47 %	1.00		0.4

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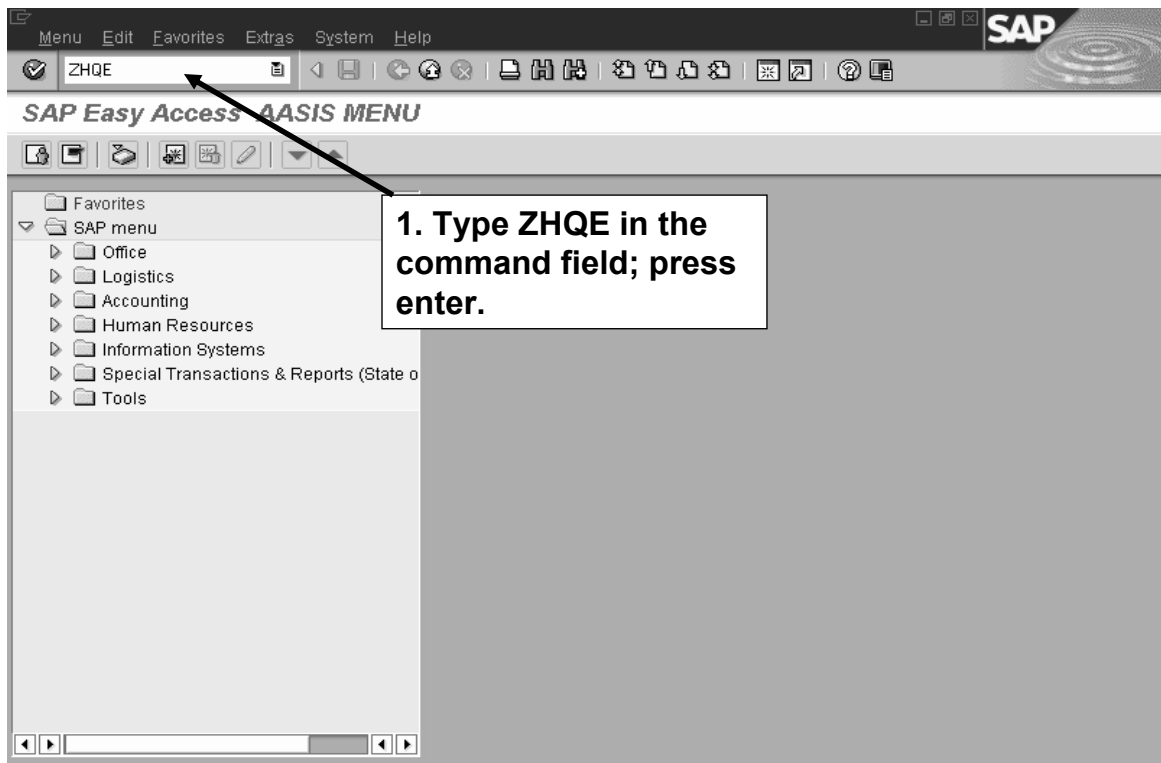
10-45



Holiday Quota Errors Report

ZHQE

Holiday Quota Errors Report



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This report will display all employees who have generated a Z9 (Public Holiday Breakdown) error during time evaluation.



Holiday Quota Errors Report

Program Edit Goto System Help

Holiday Quota Errors

Further selections Search helps

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Period 013104 To 013104

Person selection period To

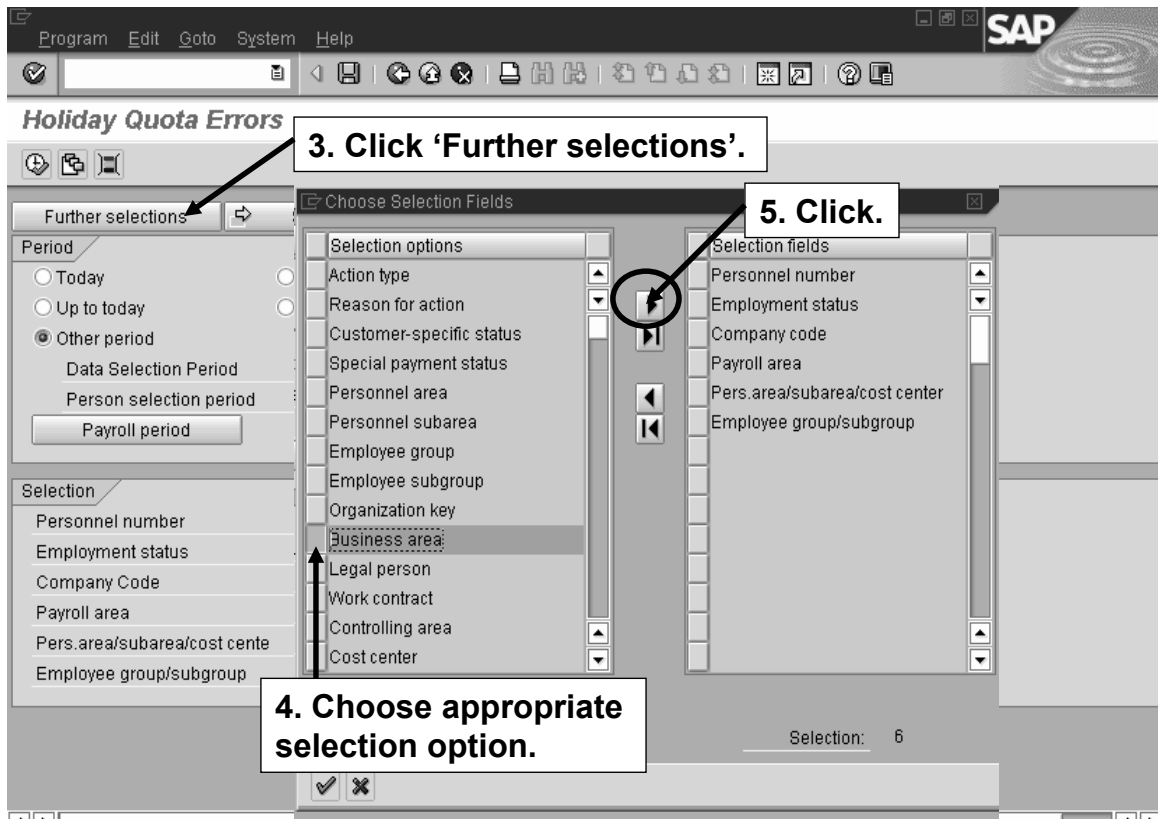
Payroll period

Selection

Personnel number		
Employment status		
Company Code		
Business area		
Payroll area		
Pers.area/subarea/cost cente		
Employee group/subgroup		

2. Enter the ending date of the pay period.

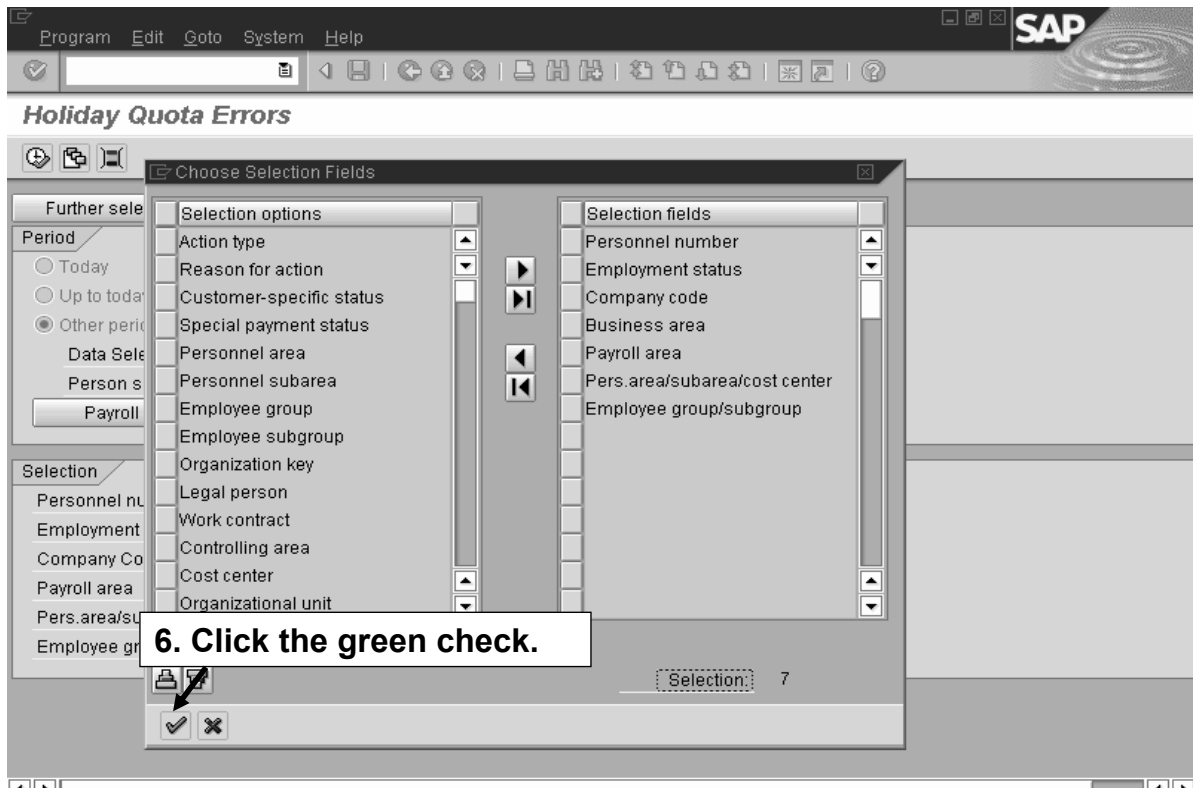
Holiday Quota Errors Report



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Holiday Quota Errors Report



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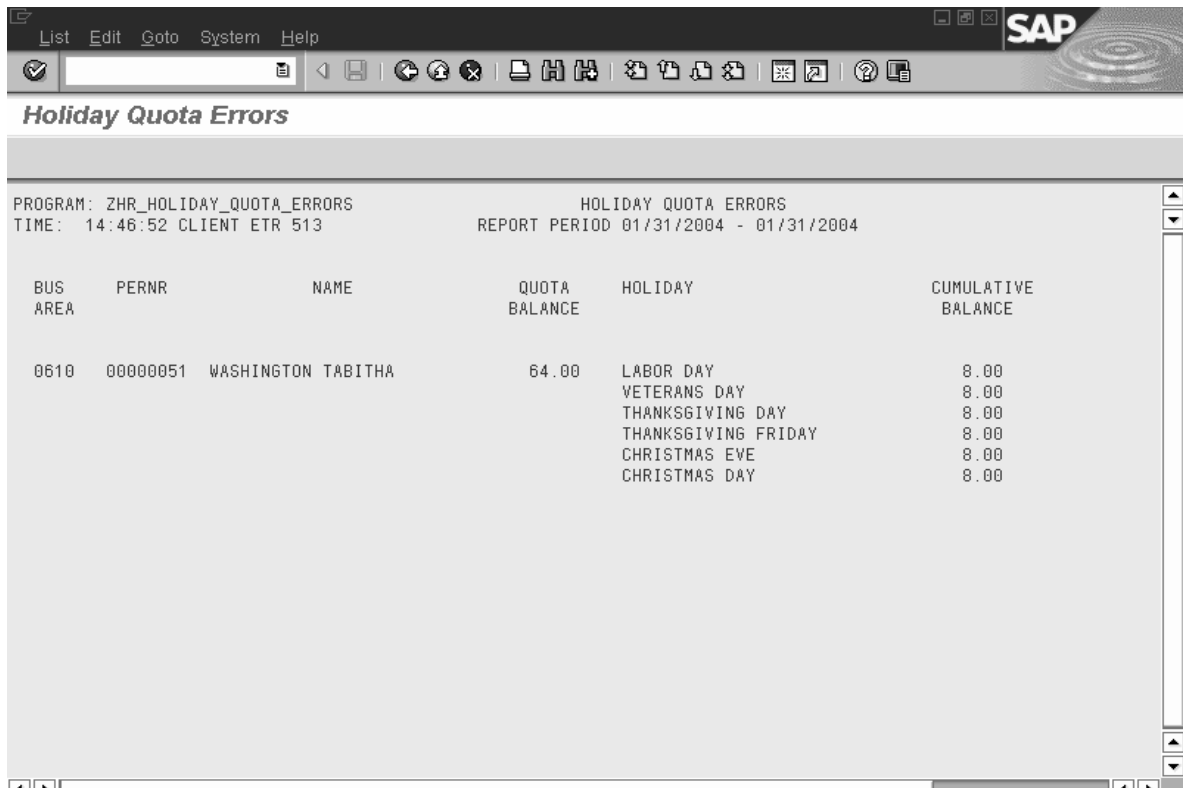


Holiday Quota Errors Report

The screenshot shows the SAP 'Holiday Quota Errors' report interface. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title 'Holiday Quota Errors' is displayed. Below the title are three buttons: 'Further selections', 'Search helps', and 'Sort order'. A callout box labeled '9. Click to execute.' points to a button with a play icon. Below these buttons are radio buttons for 'Current month', 'Current year', and 'From today'. The 'Other period' option is selected. Below this are fields for 'Data Selection Period' (01/31/2004) and 'To' (01/31/2004). Below these are fields for 'Person selection period' and 'To'. A 'Payroll period' button is also present. Below the selection fields is a 'Selection' section with a list of criteria: 'Personnel number', 'Employment status', 'Company Code', 'Personnel area', 'Business area', 'Payroll area', 'Pers.area/subarea/cost cente', and 'Employee group/subgroup'. A callout box labeled '7. Enter '3' for active employees.' points to the 'Employment status' field, which contains the value '3'. Another callout box labeled '8. Enter criteria.' points to the 'Business area' field, which contains the value '0610'. To the right of the selection fields are several arrow buttons for navigating between criteria.

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Holiday Quota Errors Report



The screenshot shows the SAP interface for the 'Holiday Quota Errors' report. The title bar includes 'List Edit Goto System Help' and the SAP logo. The report header indicates the program is 'ZHR_HOLIDAY_QUOTA_ERRORS', the time is '14:46:52', the client is 'ETR 513', and the report period is '01/31/2004 - 01/31/2004'. The table below lists the quota balance for employee WASHINGTON TABITHA (BUS AREA 0610, PERNR 00000051) across various holidays.

BUS AREA	PERNR	NAME	QUOTA BALANCE	HOLIDAY	CUMULATIVE BALANCE
0610	00000051	WASHINGTON TABITHA	64.00	LABOR DAY	8.00
				VETERANS DAY	8.00
				THANKSGIVING DAY	8.00
				THANKSGIVING FRIDAY	8.00
				CHRISTMAS EVE	8.00
				CHRISTMAS DAY	8.00

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10-52

The Quota Balance is the holiday quota hours the employee has on PT50. The Cumulative Balance displays the individual assignment and total hours associated with each holiday. The number of hours in the holiday quota must be assigned to a specific holiday.

Remember the employee's master data must be analyzed to determine how to resolve the error.

The most common errors are (1) employee who did not accrue the holiday and the quota and the holiday assignment are not the same and (2) employee who accrued the holiday but the quota and the holiday assignment are not the same.